

GUIDELINES FOR APPROVAL OF CONTINUING EDUCATION ACTIVITIES FOR PROVIDERS

I. Definition of Terms

“Provider” is defined as any person or group approved by the Court Interpreters Advisory Panel (CIAP) to provide Court Interpreter Minimum Continuing Education courses to interpreters.

"Court Interpreter Minimum Continuing Education" (CIMCE) refers to the educational activities in which court interpreters participate to improve their professional knowledge, skills, and abilities as one of the requirements for maintaining certification. The instruction may be directly related to the act of interpreting, or may cover the types of cases, terminology, or issues that court interpreters deal with, such as legal concepts, criminal investigation, weapons, sex offenses, and slang. A list of suggested topics is contained in Appendix A of this document. The courses of study may be short-term (such as a weekend workshop) or long term (a one-semester or one-quarter course or sequence of courses offered at an educational institution).

An "approved continuing education activity" is a course, workshop, lecture, field trip, or other educational activity that is offered by an individual, partnership, corporation, association, organization, educational institution, or government agency, and that has been approved by CIAP for fulfillment of the continuing education requirement for certified court interpreters. The term "approved continuing education activity," or any similar phrase, shall not be used in promotional materials for any educational activity unless an application for approval has been submitted to the CIAP and a favorable decision has been issued. If an application for approval is pending, the provider shall in its promotional materials indicate that an application has been made to the CIAP for continuing education credit.

An interpreter may request CIMCE credit for attending an educational activity that complies with the requirements for approved continuing educational activities set forth above, and which has not been previously approved by the CIAP. An interpreter may request such approval in Part II of the Application for Approval of a Continuing Education Activity for Court Interpreter Minimum Continuing Education Credit and by submitting it with the appropriate application fee.

II. Application Procedures

Any individual, partnership, corporation, association, organization, educational institution, or government agency wishing to offer an approved continuing education activity for court interpreters shall submit an application, on the form supplied by the CIAP for that purpose, accompanied by the required documentation and the **nonrefundable application fee**. The application form, the course syllabus and the major qualifications of the curriculum vitae or résumé shall be submitted in English. Application fees are \$25 per activity, not to exceed \$200 for multiple activities. The application fee is waived for public colleges, universities and the courts. Eight copies of the application shall be submitted at least 60 days prior to the continuing education activity in question. The application must be signed by the provider of the interpreter requesting approval. **Incomplete applications will be returned.**

Applications for approval of continuing education activities may be approved retroactively at the discretion of the CIAP. No interpreter shall receive CIMCE credit for courses completed prior to his or her certification, or, in the case of registered interpreters of nondesignated languages, prior to passing the English-fluency examination.

The CIAP has appointed a Continuing Education Approval Subcommittee, which meets regularly to consider applications for approval. The subcommittee shall notify applicants of its decision within 60 days of receipt of a properly completed, signed application and the correct application fee. The notice of an approved application shall include a CIMCE number, which shall be assigned for the specific activity that has been approved. Approval of continuing education activities is nontransferable.

CIMCE numbers shall not be used for activities not approved by the CIAP; a provider wishing to offer multiple activities shall submit multiple applications for approval. A single approved activity may be offered on more than one occasion or at more than one location without submission of a new application for approval, provided that no substantive changes are made in activity content or faculty. Applications from providers will be approved for one year subject to review at the committee's discretion. If the CIAP Continuing Education Approval Subcommittee believes that a change substantially alters the activity, it may revoke its approval and require submission of a new application.

Providers of approved CIMCE courses may, by filing an application on the form provided by the CIAP and by paying the nonrefundable application fee, apply to renew CIAP approval for an additional year, provided that no substantive changes are made in the educational activity's content, hours, or faculty. If renewing a class, the provider must also submit a letter with the renewal application stating that there has been no change in course content, hours, or instructor(s). Renewal applications shall be approved, provided the above guidelines are met, if no more than 1 year has passed since the expiration date of the activity. Such renewals shall be approved at the Continuing Education Approval Subcommittee's, or its assignees', discretion.

In the case of a conference at which multiple continuing education activities will take place simultaneously, the sponsoring entity shall submit the proposed program, including topics and speakers' names and qualifications, to the CIAP for approval.

III. Approval process of Continuing Educational Activities

Attached to this document as Appendix B is the Continuing Education Subcommittee's Annual Review Schedule. The subcommittee shall review and approve applications for CIMCE credit once each month, as indicated on the Review Schedule. Interpreter and Provider applications received by the monthly due date will be reviewed that month. Postmarks will not be accepted. Applications received after the monthly due date will be held until the next monthly cycle. Requests for expedited approval will not be considered.

IV. Provider Responsibilities

Providers of approved continuing education activities shall have a written and published policy, available upon request, containing information on 1) refunds in case of non-attendance, 2) time period for return of fees, and 3) notification of activity cancellation.

Providers of approved continuing education activities shall keep the following records for a period of five years after the activity concludes:

1. course outline or syllabus;
2. record of date(s) and location(s) of activity;
3. curriculum vitae or résumé of each instructor;
4. full name and certification or registration number of each interpreter participating in activity;
5. roster of attendance with participants' full name, signature, and certification of registration number; and
6. copy of attendance verification issued to participants.

The aforementioned records shall be provided to the CIAP upon request at no cost to the CIAP. Providers of approved continuing education activities shall notify the CIAP of any change in their organizational structure and/or personnel responsible for continuing education activities, including name and address changes, within 30 days after the change.

Providers shall establish a system whereby participants are required to sign in at the beginning of the activity and sign out at the end of it.

Within 60 days of completion of an approved continuing education activity, the provider shall issue a document to each participant to verify attendance. The document may be a letter, grade slip, transcript, or certificate of completion. If the document is a certificate of completion, it shall contain language stating that the document does not constitute court interpreter certification. Regardless of the form of the document, the following information shall be included in it:

1. name of student and certification/registration number or other identification number;
2. course title and CIMCE number;
3. provider name and address;
4. number of continuing education contact hours; and
5. signature of instructor and/or provider.

The participant shall retain the verification of attendance for a period of five years after the activity concludes.

Providers of approved continuing education activities shall distribute to the participants in each approved continuing education activity a Continuing Education Evaluation Form that meets CIAP specifications. Participants shall fill out the evaluation forms and turn them in at the conclusion of the activity. Providers shall collect the evaluation forms and retain them for at least five years after the activity for submission to the CIAP upon the latter's request.

Providers shall accept full responsibility for adhering to these guidelines in each activity offered, including but not limited to:

1. record keeping;
2. advertising and publicity;
3. issuance of attendance verification; and
4. instructor qualifications.

For purposes of monitoring compliance with these guidelines, the CIAP may audit the records of a provider and may request copies of pertinent documents. Furthermore, it may send a representative to attend any approved continuing education activity at no charge. The representative shall show documentation identifying himself or herself as a member of the CIAP.

V. Continuing Education Credit

Continuing education credit shall be granted on the following basis:

1. each half-hour of class shall be counted as one half-hour of continuing education;
2. one academic quarter unit is equal to 10 continuing education hours; and
3. one academic semester unit is equal to 15 continuing education hours.
4. If a class is offered during a summer session at an educational institution, the number of hours of continuing education credit shall be equal to the number of class hours actually attended.

Continuing education activities shall last at least one hour; no more than six hours of credit shall be granted per day of instruction. Credit is given in half-hour increments, and is rounded down. No partial credit shall be given for continuing education, therefore, participants must attend an entire activity to be given credit. Reasonable absences are allowed for long-term courses (e.g., two absences per semester).

VI. Instructor Qualifications

Instructors teaching approved continuing education activities must meet all of the following minimum qualifications:

Instructors of interpreting courses shall:

- have at least a B.A. from a U.S. university or the equivalent degree from a foreign university;
- have at least five years' experience in courtroom or conference interpreting; and
- possess California or federal court interpreter certification.

Instructors of translation courses shall:

- have at least a B.A. from a U.S. university or the equivalent degree from a foreign university;
- have at least five years' experience as a professional translator; and
- be accredited by a CIAP-recognized professional translators association, or possess a

university degree in translation or valid credentials as a translator from another country.

Instructors of other courses shall:

- possess the necessary credentials to practice their profession or trade (an academic degree, license, certificate, etc.);
- have at least five years' experience in their profession or trade; and
- have experience teaching the subject of the course in question.

Instructors shall provide documentation to show that they meet the aforementioned requirements. The CIAP may waive the degree requirement for exceptional individuals who do not possess a formal academic degree but who meet all other requirements. Requests for exceptions will be examined on a case-by-case basis, and particular consideration will be given to the topic of the continuing education activity (for example, the presenter of a workshop on street slang may not be required to possess academic or professional credentials).

VII. Promotional Materials

All promotional materials distributed expressly to publicize approved continuing education activities must contain the following statement: "Application has been submitted to the Judicial Council Court Interpreters Advisory Panel for continuing education credit." Any materials that do not contain this statement will be considered in noncompliance with the guidelines, and the application will be denied.

Providers of approved continuing education activities shall indicate in the promotional materials the nature of the activity, the time devoted to each topic, and the identity and qualifications of the instructor(s).

Appendix A

Suggested Course Topics for Continuing Education

1. Interpreting Skills:

consecutive interpreting (memory, listening, note taking)
simultaneous interpreting (arraignments, motions, sentencing, expert witness testimony, etc.)
sight translation (legal documents, witness statements, police reports, etc.)
theory of interpreting

2. Terminology:

legal terms	forensic pathology
street slang	criminalistics
law enforcement jargon	fingerprints
weapons and ballistics	DNA fingerprinting
Drugs	medical terms
Gangs	drug and alcohol testing
sex offenses	juvenile proceedings
Tools	civil law
automotive terms	family law
Regionalisms	real estate
false cognates	financial and banking terms
business terms	maritime terms

3. Translation:

personal legal documents	contracts
medical reports	bidding specifications
business correspondence	legislation
works of literature	court decisions
technical documents	financial documents
theory of translation	

4. Tape transcription

5. Language skills:

Grammar	etymology, philosophy
style and composition	public speaking
Literature	vocabulary-building
speed reading	creative writing
accent elimination	linguistics

6. The law:

comparative legal systems	administration of justice
criminal procedure	criminal investigation
sentencing procedures	juvenile justice
probation/parole	family law
Contracts	Torts
Courses offered by a law school	

7. Professional issues:

stress management	improvisation techniques
voice protection	speech pathology
court interpreter ethics	

8. Cultural awareness:

intercultural communication	comparative cultures
cultural anthropology	folk medicine
comparative religions	sociology

Appendix B**COURT INTERPRETERS ADVISORY PANEL
CONTINUING EDUCATION APPROVAL SUBCOMMITTEE*****2000 REVIEW SCHEDULE***

Month	Provider Applications Due	Provider Packet Mailed to Subcommittee	Ballot Due from Subcommittee	Conference Call Date (if necessary)
January	January 7, 2000	January 14, 2000	January 24, 2000	January 26, 2000
February	February 4, 2000	February 10, 2000*	February 22, 2000*	February 24, 2000
March	March 3, 2000	March 10, 2000	March 20, 2000	March 22, 2000
April	April 7, 2000	April 14, 2000	April 24, 2000	April 26, 2000
May	May 5, 2000	May 12, 2000	May 22, 2000	May 24, 2000
June	June 2, 2000	June 9, 2000	June 19, 2000	June 21, 2000
July	July 7, 2000	July 14, 2000	July 24, 2000	July 26, 2000
August	August 4, 2000	August 11, 2000	August 21, 2000	August 23, 2000
September	September 1, 2000	September 8, 2000	September 18, 2000	September 20, 2000
October	October 6, 2000	October 13, 2000	October 23, 2000	October 25, 2000
November	November 3, 2000	November 10, 2000	November 20, 2000	November 22, 2000
December	December 1, 2000	December 8, 2000	December 18, 2000	December 20, 2000

Applications due: First Friday of each month

Packets Mailed to Subcommittee: Second Friday of each month

Conference Calls: Wednesdays

* Regular day changed to accommodate holiday